

MATERIALS & STORES SUPERVISOR II, CF

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: April 28, 2003

Collective Bargaining Identification: S12

Job Analysis Conducted By: Chuenta' Rhym, Personnel Exam Analyst
Personnel Examining Section

Number of Incumbents: There is **106** incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated January 31, 2003.

Names of the Subject Matter Expert(s) and their background:

Richard Rojas Warehouse Manager II
Richard J. Donovan Correctional Facility Procurement
Mr. Rojas has worked for the California Department of Corrections
for over 21 years. He has been a Warehouse Manager II for over
9 years.

Prudence Crampton Materials & Stores Supervisor II
California Substance Abuse Treatment Facility Business Services
Ms. Crampton has worked for the California Department of
Corrections for 12 years. She has been a Materials & Stores
Supervisor II for over 6 years.

Keith McCallum Prison Canteen Manager II
Mule Creek State Prison Procurement
NOTE: *Mr. McCallum provided input on the Tasks and KSAs, but
did not participate as a Rater due to an early excuse from this
assignment.*

MATERIALS & STORES SUPERVISOR II, CF INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- (California) State Personnel Board Class Specification
- Washington State Department of Personnel (Correctional Industries Supervisor I)
- Washington State Department of Personnel (Warehouse Supervisor I)
- State of Arizona Position Specification (Supplies/ Warehousing Supervisor)
- State of Arizona Position Specification (Supplies/ Warehousing Manager)